

COUNTY OF LINCOLN
Job Description Form

Division/Department: Zia Senior Citizens

Job Title: Cook Aide

Reports to: Program Director

Level/Grade: 7

\$9.90 Probation

\$10.40 after 6 months' probation

Type of position:

- ☐ Full-time
- ☒ Part-time
- ☐ Temporary/Seasonal
- ☐ Emergency Hire
- ☐ Grant/Contract

Hours 30 /Week

- ☒ Classified
- ☐ Unclassified

General Description:

Assists Site Coordinator in maintaining a multipurpose Center which includes meals; ability to communicate with senior citizens; must become involved in community and center functions; assists head cook in maintaining inventory control of raw foods and nutritional supplies; able to follow oral and written instructions; make simple calculations for keeping records and completing monthly reports to Site Coordinator; and able, with assistance, to fill in absence of head cook. Employee must assist head cook with food preparation, service, and cleaning food service and kitchen area. Employee may be required to attend nutritional training classes and perform other duties as assigned. Employee must become familiar with the following attachments: (A) *Self-study Series Sanitary Food Service and Personal Hygiene* and (B) *NRA Recommended Storage Practices*.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus knowledge of arithmetic in order to assist with inventory control.
- Valid New Mexico State Driver=s License. Must have a good driving record to be insurable for liability purposes.
- Ability to work under time deadlines; able to use arithmetic skills in order to properly measure and estimate quantities; and the ability to assist head cook in maintenance and control of food stuffs and supplies utilized in the kitchen.
- Write intelligible and complete reports.
- Must be able to communicate and deal with public and staff in a pleasant manner.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- All essential duties are performed indoors.
- Hazards or potential hazards of the job include exposure to extreme temperatures; use of kitchen equipment such as mixer and meat slicer; and there is a potential for serious burns or cuts in performance of duties.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Maximum weight required to be lifted from floor to waist, from waist to overhead, lift horizontally, push/pull, and carry for a distance of 30' is 45 pounds. Must pass a conditional post-offer of employment physical examination and drug analysis test. Subject to random drug and alcohol testing.

Approved by: Renee Montes

Date Posted: September 25, 2015

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____